Flight Software Reuse Library (FSRL) Configuration Control Board (CCB) Process

Purpose	To allow Flight Software Reuse Library (FSRL) products (a collection of artifacts: source code, documentation, test artifacts, tools, etc.) to be baselined and controlled, and to ensure availability of consistent versions of these products.

Scope	This process applies to all FSRL artifacts listed above. Other artifacts necessary to the infrastructure of the FSRL (e.g. administrative scripts) are not covered here.

Entry

- Regularly scheduled meeting date, AND any combination of Inputs ready to review.

OR

- Special meeting called by CCB Chair.

Exit

- All discussions complete.

OR

- Time limit reached.

Inputs

- Discrepancy Reports/Change Requests (DCRs) to new or baselined products.
- New products ready for baseline review.
- Updated products ready for baseline review.
- Open action Items.
- Any other CCB business.

Outputs

- Baselined products.
- DCR status/disposition.
- FSRL/Project status.
- Action Items.
- Minutes.

Roles

CCB Chair:
- Leads the CCB.
- Assigns roles.
- Calls meetings.
- Approves CCB actions.

CCB Co-chair:
- Performs CCB Chair role in the CCB Chair's absence.

CCB Configuration Management Officer (CMO):
- Sends meeting reminder/agenda.
- Sends minutes.

CCB Member:
- Reviews product artifacts.
- Provides comments.

FSRL Configuration Management Officer (CMO):
- Administers FSRL product repository.
- Administers FSRL DCR System.

FSB Member:
- Civil Servant or Support Contractor
- Writes/modifies artifacts.
- Tests artifacts
- Recommends artifacts for baselining.
- Submits DCR to baseline new product or against baselined products

Consultant:
- Not a permanent CCB Member. Drafted temporarily to assist with technical issues.

Tools

These need to be updated when available

- FSRL CCB web page at:
  http://fsb.gsfc.nasa.gov/FSRLibrary/CCB/
- FSRL product repository at:
  http://fsb.gsfc.nasa.gov/FSRLibrary
- FSRL CCB DCR system at:
  http://fsb.gsfc.nasa.gov/FSRLibrary/DCR/

Tasks

- Plan a CCB Meeting.
- Conduct a CCB Meeting.
- Follow-up a CCB Meeting.
- Submit a DCR to Baseline a New Product or Revise a Baselined Product.
- Submit a Waiver against a Baselined Product.
- Evaluate a DCR
- Upload a New Product or Revised Product for Review.
- Review Product Artifacts.
- Baseline or Re-baseline a Product.

**Task:
Plan a CCB
Meeting**

(CCB CMO)

- Decide if special meeting warranted; otherwise plan to meet at regularly scheduled CCB meeting time.
- If there are any active DCRs, products to review, open action items, or other CCB business, send meeting reminder with agenda, two days in advance; otherwise, send cancellation notice.
- Send cancellation notice if meeting cannot be held for any unexpected reason.

Task: Conduct a CCB Meeting

(CCB Chair, members, consultants)

- Review any open action items
  - o Discuss action items and reach consensus.
  - o Change/assign action item(s) as decided
- Review any DCRs for new products to baseline
  - o Discuss product/ reviewer comments.
  - o If agreement to baseline, close DCR and assign action item to baseline product.
  - o Otherwise, assign action item(s) as decided.
- Review any other open DCRs
  - o Discuss DCRs and reach consensus.
  - o Assign action item(s) and/or change DCR state as decided.
- Review any other CCB business
  - o Discuss business and reach consensus.
  - o Assign action item(s) as decided.
- Summarize new action items.

Task: Follow-up a CCB Meeting

(CCB CMO)

- Prepare meeting minutes.
- List new action items assigned (summary only; details are in the online action item system).
- Distribute minutes.

Task: Submit a DCR to Baseline a New Product or Revise a Baselined Product

(Any FSB member)

- Go to FSRL CCB DCR system.
- Fill in required information and submit DCR.

Task: Submit a Waiver against a Baselined Product

(Any FSB member)

- Obtain a Waiver Request Form from FSRL.
- Fill in required information and submit a DCR.

Task: Evaluate a DCR

(CCB Chair)

- Determine whether a DCR is acceptable
  - o May need to work with the DCR submitter to make the DCR acceptable.
- For DCRs to revise a baselined product work with the FSB to determine whether sufficient resources are available to implement the DCR

Task: Upload a New Product or Revised Product for Review

(Any FSB member)

- Go to FSRL product repository.
- *Post* product to the *review area*
  o The posting process, review area, and the method for capturing information is determined by the tool

Task: Review Product Artifacts

(CCB members, consultants)

- Go to FSRL product repository.
- Download subject product from the *review area*
- Review product artifacts.
- Maintain comments for CCB meeting.

Task: Baseline or Re-baseline a Product

(FSRL CMO)

- After CCB review and approval move reviewed product from *review area* to appropriate final location in the FSRL repository.
- Enter / Update Product information.
- Enter / Update Change History.

Ownership

This policy is approved by the Flight Software Systems Branch Head.

Change History

Version	Date	Change
1.1	12/03/08	DCR #314 - Add Review Action Items to Conducting a CCB session.
		DCR #333 - Required Document Footer.
		Also repaired acronym & title.
1.0	05/11/07	Initial draft.